



LEE'S SUMMIT MISSOURI

Special Event Permit Application Form

PERMIT NUMBER: 20214/09 RECEIPT NUMBER: _____

SPECIAL EVENT: Summer Breeze Bicycle Tour

☒ Athletic Event ☐ Mobile Food Vendor ☐ Event Signage ☐ Other

EVENT DATE(S): Sun. Sept. 12, 2021 EVENT TIME(S): 7am to 12:4pm

EVENT LOCATION/ADDRESS: In parking lot behind 3365 SW. Foxation Drive, Lee's Summit, MO ZONING OF PROPERTY: Commercial

APPLICANT: Cycling KC PHONE: 303-918-7614

CONTACT PERSON: Mitzi Kluevin FAX: _____

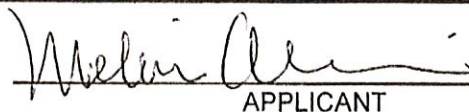
ADDRESS: 1221 W. 103rd St. #277 CITY/STATE/ZIP: KCMO 64114

email mitzi.kluevin@cyclingkc.org

PROPERTY OWNER: Gale Communities PHONE: 816-761-9292

CONTACT PERSON: Cutter Gale FAX: _____

ADDRESS: 124 NW Carson Drive CITY/STATE/ZIP: Lee's Summit MO 64081


PROPERTY OWNER
APPLICANT

Print name: CUTTER GALE

Melissa Kluevin (for CyclingKC)

Administrative Notes (do not write below this line)

Approved Development Services Department



Special Event Permit Checklist

****A Completed Checklist Must Be Submitted With Each Special Event Permit Application***

Met	Not Met	N/A	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Applicant – Name, Address and Telephone Number
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Property Owner – Name, Address and Telephone Number
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Written approval from the property owner agreeing to the proposed event
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. Description of the site on which the proposed event is to be held
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. Date(s) of the proposed event
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. a narrative written description of the proposed event, to include: <ul style="list-style-type: none">• the hours of operation,• anticipated attendance,• any building/structures, signs or attention-attracting devices proposed to be used in conjunction with the event,
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7. A site plan showing the location of all existing or proposed uses, structures, parking areas, outdoor display areas, signs, streets and property lines.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8. Location and number of proposed temporary public toilets
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	9. Proposed temporary potable water supplies, which shall be approved by the Water Utilities Department, pursuant to applicable City codes.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10. Proof of liability insurance at time of application
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	11. Electrical Plan shall be approved by the Code Official



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Submittal Requirements	Yes	No
Completed Special Events Application		
Ownership signature/permission		
Filing fee – See Schedule of Fees and Charges for applicable fee		
Checklist for Special Event Application		

*** Applications missing any required item above will be deemed incomplete.**

Table 1. General Application Requirements				
UDO Article 11., Sec. 11.060	Ordinance Requirement	Met	Not Met	N/A
A .Application Required.	A Special Event Application shall be submitted for any Special Event requiring a Special Event Permit, as outlined above under "Permit Required."			
B. Application Deadline	A complete application shall be submitted at least 20 calendar days prior to the requested start date of a Special Event. The Director shall have the authority to waive the application deadline.			
C. Submission Requirements.	The application shall set forth and contain the submission requirements as stated in the UDO Article 11.060.C.1-14			
C.1. Name of Event	Name and/or brief description of the event.			
C.2. Description of City Services	Description of City Services required for the event such as traffic control, street sweeping etc.			
C.3. Fees	Fees as required. See the Schedule of Fees and Charges for applicable fee			
C.4. Narrative	A written narrative, fully describing the proposed event, including: <ul style="list-style-type: none"> 7. Location 8. Hours of operation 9. Anticipated attendance 10. Buildings or structures to be used in conjunction with the event 11. Proposed signs or attention attracting devices 12. Public streets to be used, if any 			
C.5. Statement	A statement that the standards set forth in Article 11, of the UDO, have been satisfied.			
C.6. Site Plan	A site plan in the form and the level of detail as required by the Director, showing the location of all existing or proposed uses, structures, parking areas, outdoor display areas, signs, streets, and property lines.			



Mitzi Klukvin <mitzi.k@cyclingkc.org>

Gale Communities. Cycling KC

1 message

Cutter Gale <cgale@galecommunities.com>
To: Mitzi Klukvin <mitzi.k@cyclingkc.org>

Thu, Aug 5, 2021 at 12:29 PM

Mitzi –

Gale Communities gives its permission to Cycling Kansas City to hold its Summer Breeze bicycle ride event on September 12, 2021 in the parking lot behind 3365 Fascination Drive, Lee's Summit, MO from 7 a.m. to 4 p.m.

Thank you,

Cutter Gale

Facility and Development Manager



Mailing Address:

400 SW Longview Blvd. Suite 109

Lee s Summit, Missouri 64081

Cell 816.805.5308

Summer Breeze Bicycle Event
Sunday September 12, 2021
7 a.m. to 4 p.m.

Summer Breeze is a bicycle ride event to be held Sunday, September 12, 2021 by the non-profit bicycle club, Cycling KC (CKC). There are five different routes available to riders that involve different lengths of each route: 28 miles, 42 miles, 55 miles, 71 miles, and 96 miles. The last year this event was held, 2019, Summer Breeze had 245 registered participants.

The start and finish of the event will be the parking lot behind 3365 SW Fascination Drive in Lee's Summit. There will be an after-event in the parking lot with a tent and 6 portable toilets. The 100-mile route participants set off from SW Longview Blvd. at 7 a.m. and head in an easterly direction thru Lee's Summit. All other participants will start on SW Longview Blvd. and head west around Longview Lake on their routes. All riders are required to be off the road by 3 p.m. We have sweep vehicles scheduled for participants who need assistance.

Only those participants on the 100 mile ride (usually numbering under 50) will actually traverse urban Lee's Summit. That course calls for the riders to go east through Lee's Summit starting at 7 a.m. and will most likely be finished with that portion of the ride by 8 a.m. The bulk of the participants will head west and south around Longview Lake on a mostly of country roads.

There will be plastic yard sale-type signs up near SW Fascination Drive, SW Longview Road and Sally Drive to indicate the start and parking, which has been contracted and approved by Metropolitan Community College/Longview. All other route signage will be located directly upon the road using spray paint designed for that purpose.

Attached please find:

Map of Start/Finish with Tent and Portable Toilet locations
Written Permission from Property Owner, Gale Communities
Facilities Use Contract from MCC/Longview for parking
5 Route Maps
Certificate of Insurance